

RFP # VICEB 2007-1

VIRGINIA INSURANCE CONTINUING EDUCATION BOARD

Insurance Agent Continuing Education Administration

Note the following corrections for this RFP¹:

The following shall be substituted for Paragraph V.A.1. (p.10):

1. RFP Response: In order to be considered for selection, Offeror must submit a complete response to this RFP. Proposal shall be submitted as required in Section V, B.1 (Proposal Format) and 2 (Proposal Organization) and as requested below, so marked, and sealed separately as follows:

The following shall be substituted for Paragraph V.B.2. (p. 14):

2. Proposal Organization – Proposals should adhere to the following outline and should not include any items not identified in the outline.

Original Proposal Organization - Binder 1

- Tab 1 – Pages RFP-III and RFP-IV from the RFP completed and signed with Addenda (if any)
- Tab 2 – Table of Contents
- Tab 3 –Proprietary Data - Listing of Proprietary Data referencing specific proposal section, page numbers and reasons protection is needed (See § 2.2-4342 F of the *Code of Virginia*).
- Tab 4 – Glossary of Terms and Abbreviations
- Tab 5 – Executive Summary
- Tab 6 – Responses to Section IV, Statement of Needs
- Tab 7 – Responses as outlined and required in Section V.C., *Specific Proposal Requirements (2 a-j)*.
- Tab 8 – Attachment D – Completed Small, Women-Owned and Minority Business Participation forms
- Tab 9 – Additional Material

Pricing Proposal Format - Binder 2

Tab 1 - Cost Proposal with supporting documentation.

¹ Highlighting is used to indicate changes made to originally-issued RFP.